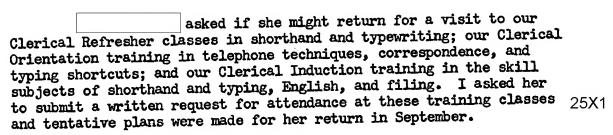
STANDARD FORM NO. 64

Office Memorandum . United States Government

ro :	Chief, Intelligence School DATE: 13 August 195	7
FROM :	Chief, Clerical Training	25X1
SUBJECT:	Report Number 33, Week of 6 - 12 August 1957	
•	•	25X1
	1. Numbers in Clerical Induction Training. During the week of 6 August there were people in Clerical Induction Training. Of these people, entered class for the first time.	t 25X1
	2. Numbers in Clerical Orientation Training. In Clerical Orientation there were people for the week of 6 August.	25X1
	3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 6 August were as follows:	<u>1</u> 25X1
	Tested Qualified Shorthand Typewriting	25X1
	4. <u>Clerical Skills Qualification Tests Administered by</u> <u>Clerical Refresher Training</u> . The results of the Clerical Skills <u>Qualification Tests given by Clerical Refresher Training on 12 Augu</u>	ıst
	were as follows: Tested Qualified	25 X 1
	Shorthand Typewriting	25X1
	Agency, met with on Tuesday morning, 6 August 1957. Clerical Induction and Clerical Orientation programs. It is given daily for a period of three weeks. She is interested in building	25X1 ur
	her program to include refresher training in shorthand and type- writing, and it was primarily for that purpose that she contacted the office of the Director of Training and asked to visit our clerical training program.	



CONFICENTIAL



As a postscript to this entry, it is interesting to note that the National Security Agency is also finding that it is necessary to have additional electric typewriters in order to provide training for stenographers and typists. At the present time, one half of the machines in her typewriting room are electric; has a total of 17 electric IBM typewriters to use in training classes.

25X1 6. Peak-load Space Problems in Clerical Training. Clerical Induction Training has one large lecture room (400) and two typing rooms. During the peak-load season these rooms are simultaneously and constantly in use. We are encountering difficulty in scheduling large lecture-type classes with only one room of that type available. At the present time, the room is used until 1115 for shorthand training and dictation classes. For the remainder of the day it is used for Grammar, Punctuation and Capitalization, Filing, and Geography classes. When the groups are so large that more than one of any of the latter classes must be sandwiched into a day's program, it is necessary to uncleared 25X1 is taking find space elsewhere. This week trainees to Room 201 (which is in the Interim Assignment Section, Office of Personnel) at 1300 in order to hold a geography class for "old" trainees. The "new" trainees meet in another geography class in the Clerical Induction Training lecture room at 1445.

Clerical Orientation Training has experienced less difficulty in finding space for classes when it is necessary to divide the total number of trainees into two groups because at the present time Clerical Refresher training classrooms are not in use. However, if when Clerical Refresher classes are resumed in September, there are still large numbers scheduled for Clerical Orientation, a problem similar to that 25X1 described by Clerical Induction training will be experienced in the programs which are conducted for cleared clericals.

7. Proposed Instruction in the DDP Correspondence Regulations.

met with of NEA on

12 August for the purpose of discussing the need for the giving of instruction in the DDP correspondence regulations. In Clerical Orientation the correspondence format is discussed and the trainees

25X1

actually produce a memorandum on Standard Form 64 and one in Agency memorandum format in accordance with the instructions in Handbook However, experience is indicating that the trainees who are assigned to the DDP need to know the style outlined in		
the manual on correspondence.		
At present, the specializations required in the DDP are not covered while the trainees are in Clerical Orientation Training because we have no knowledge of where they will ultimately be assigned.		